



## **Code of Conduct for Students**

### **1. INTRODUCTION**

IIIT Tiruchirappalli is required to develop technical human resources that are assets to the country. Students undergo major transitions during their stay at the Institute, especially the undergraduate students, who need to grow from girls and boys to ladies and gentlemen, and also develop fundamental understanding of the discipline they have enrolled to study. And, a critical trait that they need to internalise is the discipline of mind, without which their training is incomplete to be able to face the real world respectfully and objectively.

It is required that each student of IIIT Tiruchirappalli is given a Code of Conduct to observe; each student should follow the procedures laid therein, and strive to internalise the same at the earliest. 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 (including life of a fellow stakeholder of the Institute) constitutes violation of the Code of Conduct. In all matters of discipline, the norms presented in this document shall stand as a reference document. Should there be newer situations than those articulated in this document, the decision of the Committee constituted 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, an Institute of National Importance. 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 Staff Members, Faculty Members and Administrators, and due affection to fellow Students. Due attention and courtesy shall be paid to visitors to the Institute and all residents of the Residential Campus.

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 fellow students; allowing fellow students to pursue their studies without disturbance; adopting only fair means during examinations; embracing with grace the rules and regulations of the Institute; and calm and seemly behaviour. It is enjoined upon all students to abide by all rules and regulations, formulated and implemented by various bodies and offices of the Institute. Code of Conduct pertaining to select aspects of student life is discussed in sections below.

#### **2.1 Handling and Use of Prohibited Substances**

Smoking is prohibited in all areas of the Institute including residential premises. Also, possession and consumption of alcohol is prohibited on campus. Further, no student or their guests shall stock, consume, distribute or encourage any student on 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 is applicable at Tiruchirappalli District, Tamil Nadu. Violators in this regard will 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 Coordinator (Students).

(Please refer to The Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003, and The Tamil Nadu Prohibition of Smoking and Spitting rules, 2003.)

## **2.2 Ragging**

Ragging in any form is a serious offence. 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, will 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) will be treated as ragging. All such cases will be dealt with as per the Guidelines given by the Supreme Court of India. More details on what constitutes ragging and the measures that need to be taken to eliminate it, are placed on the Institute website.

(Please refer the decision of Hon'ble Supreme Court in the SLP No (s) 24295 of 2006 University of Kerala Vs Council, Principals', Colleges, Kerala & Others (with SLP(C) No.24296-99/2004 & others, W.P. (CrI) No. 173/2006 and SLP(C) No.14356/2005)

## **2.3 Sexual Harassment**

Utmost care needs to be taken by each student, to ensure that his/her behaviour is impeccable towards persons of opposite gender. In particular, any unwelcome behavior towards female students and employees, whether spoken, written, gestural or physical, directly or indirectly, would be dealt with as per the national law on Prohibition of Sexual Harassment at Work Places. Harassment includes, but is not limited to, striking, laying hands upon, intimidation, threatening with violence or doing bodily harm or invasion of privacy. It can 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 any other mode of communication. Persons who are victims of emotional/sexual harassment of any form may approach the members of the Internal Complaints Committee (ICC). The complaints can be registered with the ICC, IIIT Tiruchirappalli.

Detailed information is available at the Institute Website.

Please refer Sexual Harassment of Women at Workplace (Prevention, Protection and Redressal) Act, 2013.

## **2.4 Interaction with 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 Coordinator (Students). Approval is not required, if the contribution is purely literary, artistic or scientific character. Further, no student shall publish anything or participate in broadcast, either anonymously or in his or her name, that has the effect of adverse criticism of any current or recent policy or action of the

Institute or which is capable of embarrassing the relations between the Institute and the Central Government, any State Government, any other Institute or organisation or any member of the public. Students shall ensure that internet facility, given by the Institute is not misused. Internet resources are intended for holistic development of the student. Further, each student is responsible for ensuring that he/she does not violate Cyber Laws of the Country and the IT Infrastructure Policy for use of the Institute.

### **2.5 Hostel Life**

Rules and regulations laid down for conduct in Hostels have to be strictly adhered to by each student. Norms for Hostel Management are available as a separate document. Salient features of the said document include:

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

### **2.6 Use of Motorized Vehicle**

No student shall possess or use any motorised vehicle throughout her or his stay at the Institute.

Students not residing in hostels for any reason may use motorised vehicles with due permission of the Institute for commuting. They shall not use it for travel within the campus. In no case, they shall loan these vehicles or allow these vehicles to be driven by any other student of the Institute or anyone else.

### **2.7 Conduct at and outside the Institute**

At all times, students should be polite amongst themselves and towards staff and faculty members. Students are bound to comply with guidance and directions of Institute officials; any disorderly or abusive conduct toward 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 Institute documents, and damaging Institute property.

Each student should exercise utmost caution and be on constant vigil to ensure that his/her behaviour does not harm anybody, directly or indirectly, and that laws of the country are upheld at all times. Further, no student is allowed to be associated with any political party either directly or indirectly in the campus. No regular student can have any professional engagement outside the Institute without written permission from the Institute. Each student should comply with the mandatory attendance requirement as mentioned in the regulations of the academic programs of the Institute. Behaviour of no student should 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 students are expected to positively contribute in ensuring harmony among all sections of the Institute community, and take advantage of efforts of Institute towards providing an atmosphere that is conducive for academic excellence and overall development of students.

Further, all students should refrain from making any kind of campaign against the Institute either individually or collectively. Students must follow the hierarchy of the Student Council for any complaint. In case of no response or dissatisfaction, the student can then approach the Institute authorities. The Institute has established norms and procedures for addressing any legitimate grievance of students. Any attempt to sidestep the established procedure by organised activity will be a serious violation of the Code of Conduct.

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

- (1) Not involve in any gambling and betting activities;
- (2) Maintain the proper timing as instructed by the concerned Faculty Advisor, and go to only such places as approved by the Faculty Advisor in writing; they shall return to place of residence by the time as agreed with the Faculty Advisor;
- (3) Avoid adventure sports and activities, without proper skills and due written permission of parents/guardian and the Institute;
- (4) Follow all safety precautions as applicable at each place of visit;
- (5) Enter into any altercation or brawl with any unknown person;
- (6) Move, as much possible, in groups;
- (7) NOT deal with any persons from the Press and Media; and
- (8) NOT canvas in any election activity.

### **2.8 Extra-Curricular Activities**

The Institute encourages participation of all students in extracurricular activities, without affecting academic performance. It is the responsibility of students to ensure that their participation in extracurricular activities do not hamper their studies. Hence, participation in extracurricular activities can never be cited as a reason for poor academic performance. To ensure that it is enjoined that no B.Tech. student with CGPA of less than 6.0/10.0 , no M.Tech with CGPA of less than 7.0/10.0 and no PhD student with CGPA of less than 8.0/10.0 can hold any office of responsibility, either elected or nominated. Further, a student who has faced any disciplinary action, cannot occupy any position of responsibility.

Further, student organisers of festivals and other activities should ensure that no extracurricular activity encourages any kind of negative behaviour and all laws of the land are strictly followed. Students organising festivals should ensure that:

- (a) All financial transactions, receipts and expenditure, are duly accounted for; a detailed financial statement of income and expenditure, duly audited by a Chartered Accountant shall be submitted, along with all supporting vouchers and a copy of the bank passbook to Coordinator (Students) within twelve weeks of the completion of the festival;
- (b) All expenditure is incurred within the budget approved at the start of the financial year, to avoid any difficulty in settling the bills;

- (c) Some funding may be sought from outside agencies or individuals as sponsorship of festival events. In this connection, no student should sign any Memorandum of Understanding (MoUs) with any sponsor of any event. All such documents should be signed by an authorised signatory of the Institute. Even when the authorised signatory signs such a document, it should be legally sound, to avoid problems like delayed payment;
- (d) No favour is given to sponsor to use the name of the Institute in its promotional activities; and
- (e) The register kept in Office of Students Affairs should be updated daily with information of MoUs signed with sponsors, money received, expenditure made and other related activities with copies of documents and original bills.

### **2.9 Dress Code**

Dress code has some major role in keeping discipline in an institution as well as helping students focus on their education rather than meddling in socio-cultural aspects of society. Your dressing sense reflects your personality, character, mood, style and what actually you are as an individual. A neutral dress code helps in training students for the practical world by building up their tolerance for the divergence of a society. Besides, choosing what to wear every single day is quite tiring. Students are expected to **dress formally and modestly** in the academic & administration areas, institute mess and public areas.

### **3. DISCIPLINARY ACTION**

A student shall invite disciplinary action from the Institute, if he/she violates the Code of Conduct; the actions may include reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration, and even expulsion from the Institute. In particular,

- (a) Involvement of a student in ragging/sexual harassment/handling of prohibited substances may lead to his/her expulsion from the Institute; The ragging cases must be referred to Anti Ragging Committee for appropriate action while in case of sexual harassment the case must be referred to ICC, IIT Tiruchirappalli.
- (b) The Instructor of a course has the power to debar a student from continuing to write the rest of the examination, in which he/she is detected to be using unfair means. An Instructor or Tutor has the power to take appropriate action against a student, who misbehaves in his or her class; and
- (c) The Warden of a 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.

In other cases, the matter shall be reported to the Student Disciplinary Action Committee duly constituted by the Institute, which shall investigate alleged misdemeanours, complaints, etc., and recommend suitable course of action to the Chairman, Senate. Violation of the Code of Conduct by an individual or of a group of students can be referred to this Committee by a student, staff member, faculty member, official of the Institute or visitor to the Institute.

In exceptional circumstances, the Chairman, Senate, may appoint a Special Committee to investigate and recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which may tarnish the image of the Institute. The

recommendation for any action shall be referred to the Senate. On all matters, other than denial of the award of a degree and expulsion of a student from the Institute, the Senate may give its recommendation, and for its final decision. The Senate may recommend a student, who is found guilty of a major offence, to the Board of Governors, for either expelling the student from the Institute or not awarding a degree (even though the student may have met all requirements for the award of the degree).

#### **4) DISCIPLINE RULES FOR STUDENTS**

1. All the students shall make themselves acquainted with the rules and regulations notified for their conduct. Ignorance of the rules will not be accepted as an excuse for their violation.

#### **5) CATEGORIES OF DISCIPLINARY ACTIONS**

These have been spelt out in 3 categories:

- a) Major
- b) Intermediate
- c) Minor

##### **MAJOR:**

- a) Expulsion: Separation of the student from the Institute whereby the student is not eligible for readmission to the Institute.
- b) Dismissal: Separation of the student from the Institute for an indefinite period of time.
- c) Suspension: Separation of the student from the Institute for a definite period of time.
- d) Withholding the degree of the students for some definite period of time.
- e) Loss of hostel residence facility for a period of one year

##### **INTERMEDIATE:**

- a) Conduct Probation: An official warning that the student's conduct is in violation of the Institute regulations. This could be imposed for varying period of time and could entail:
  - i) Ineligibility to hold office in the Institute.
  - ii) Ineligibility to represent the Institute in any function.
  - iii) Ineligibility to receive an Institute administered scholarship, grant or award.
- b) Work Hours: Hours which a student may be required to work in a specified area of service to the Institute.
- c) Restitution: A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above penalties.
- d) Public Apology: Tendering an apology to be displayed on all hostel and department notice boards
- e) Fine: A monetary penalty for having indulged in breach of conduct.
- f) Loss of hostel residence facility for a period of one semester

**MINOR:**

- a) Restrictions: The withdrawal of specified privileges for a definite period of time. This may include such conditions as a requirement to remain on campus or sign in at previously designated areas during specified period of time, including holidays.
- b) Hostel Probation: An official notice by the Warden on behalf of the Council that the student's conduct is in violation of Hostel regulations and stringent disciplinary action may result if the student does not rectify the situation.
- c) Reprimand: A verbal or written admonition that puts on record any incident which reflects unfavourably on the student.
- d) An apology: A written apology to the inferred party concerned as decided by the DC

**6) RIGHTS IN DISCIPLINARY ACTION**

1. The DC shall provide for a hearing from the witnesses of all parties concerned. In all proceedings, the accused shall be presumed innocent until proven guilty.
2. The DC shall make the proceedings of the inquiry available if required, once the decision has been made.
3. The DC may preserve the confidentiality of its witnesses.
4. The decision of the DC after the entire proceedings, which may include appeals from the aggrieved party

