

# National Institute of Technology Hamirpur

## Students Conduct and Discipline Code

### 1. Preface

This Code is called as National Institute of Technology Hamirpur **Students Conduct and Discipline Code**. This contains provisions to lay down appropriate rules and regulations to enforce discipline in the Campus which shall be binding on all the students studying in the Institute. This shall come into force from the date on which the SENATE/competent authority resolves to implement this Code.

### 2. Objectives

National Institute of Technology Hamirpur affirms that the students along with their sound domain subject knowledge must also have exemplary professional attitude with the highest ethical values. Institute believes in treating its students like young adults having responsible behaviour. In general, most of the students find life orderly and pleasant in the Campus. However, they are also expected to maintain order and discipline in the Campus facilitating fulfilment of the objectives of the Institute. Rules and regulations are therefore meant to mark the contours of this needed order and discipline. It is necessary that the Institute should cultivate higher values of honesty, integrity, responsibility, mutual respect for persons and property and respect for human rights among its students. In order to achieve this, the student community should necessarily practice these values and see that the rules envisaged in this Code are strictly adhered to.

### 3. Applicability of the Code

The students should conduct themselves both inside and outside the Campus in a manner that is befitting an Institute of National Importance. The Code shall be applicable to all the students admitted to the Institute and including any academic programme, activity or event conducted by the Institute. It is the responsibility and duty of each and every student to become acquainted with all the provisions of the Code. It is presumed that every student from the date of his/her admission to the Institute to any academic programme/activity/event has knowledge of this Code. All students coming within the above categories are required to strictly adhere to this Code as a condition of their admission to the Institute and this Code would be binding and enforceable on them.

### 4. Responsibilities of the Students

It shall be the responsibility of the students to

- i. Become familiar with and adhere to this Code and subsequent amendments, if any.
- ii. Behave and conduct themselves in the Institute Campus, hostels and premises in a dignified manner and show due respect and courtesy to the faculty members, administrators, officers and employees of the Institute, and good neighbourly behaviour to fellow students.
- iii. Pay due attention and courtesy to visitors to the Institute and residents of the Campus.
- iv. Foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the Institute.
- v. Access all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.
- vi. Respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- vii. Follow decent and formal dressing manners.
- viii. Report any violation of this Code to the authorities.

### 5. Behaviour of the Students

- i. Groupism of any kind that would distort the harmony is not permitted.
- ii. A student is required to carry Identity Card issued by the Institute all the times and must produce the same as and when asked by the authorities.
- iii. Students are expected to spend their free time in the Library/Computer Centre/Playfield. They shall not loiter along the galleries or crowd in front of the offices or the Campus roads. They should refrain from sitting on



places such as parapets, stairs, footpaths, etc.

- iv. Institute Campus is a "Smoking Free and Alcohol Free Campus". Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the Campus and hostels.
- v. Silence shall be maintained in the premises of the Institute.
- vi. Students are not permitted to use mobile phones in the Lecture/Examination Halls, Laboratories, etc.
- vii. Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.
- viii. Students shall refrain from all activities considered as ragging which is a criminal offence.
- ix. Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions activities within the Campus and hostels.
- x. Politically connected 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 politically based organizations.
- xi. Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or Institute properties.
- xii. Unauthorized entry of outsiders into the Campus as well as in hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the Institute or hostels. Also, un-authorised entry/ exit by the students from the Institute Campus is strictly prohibited
- xiii. No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets, banners, flags, etc. within the Campus or hostels. The possession, distribution or exhibition of any item by any means which is per se obscene is prohibited within the Campus.
- xiv. No student shall collect money either by request or by coercion from others within the Campus or hostels.
- xv. The Institute being a place of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, dharna, gherao, burning in effigy or indulge in anything which may harm the peaceful atmosphere of the Institution and shall eschew from violence in the Campus and hostels and even outside.
- xvi. No student shall exert undue influence on fellow students.
- xvii. Possession or usage of weapons, explosives or anything that causes injury/damage to the life and limb or body of any human being or property is prohibited.
- xviii. Possession or usage of motorized vehicle by the students in the Campus is prohibited. Exceptions are made for QIP students, sponsored students, PwD students and defence personnel through specific prior permission from Dean (Student Welfare).
- xix. No student shall enter or leave the classroom when the session is on without the permission of the teacher.
- xx. Students charged with criminal offence or under suspension shall not enter the Institute Campus without the permission of the competent authority.
- xxi. Any case of criminal activity or violation of law and order in the Institute Campus will be reported to the police.
- xxii. Students shall only use the waste bins for dispensing waste materials within the Campus including classrooms, hostels, offices, canteen and messes.
- xxiii. Any conduct which leads to lowering of the esteem of the Institute is prohibited.
- xxiv. No student of the Institute should directly approach the Director/ Institute higher authority and/or on-line media, print or electronic and/or chat groups for redressal of any complaint or grievance of which he is aggrieved of, rather students of Institute must follow the proper channel for this purpose, which has been outlined below. Further, the students of the Institute are not allowed to use Twitter, Facebook, and WhatsApp for any matter that will bring down the prestige/dignity of the individual(s)/ the Institute. Also students are not allowed to record any call/meeting/conversation/activity taking place with the Institute authority/functionary, without the consent/permission of Institute Authority.
- xxv. A proper student's grievances redressal mechanism is in place, for which B.Tech. students must approach or submit his grievances to the concerned HOD, M. Tech. students must approach or submit their grievances to the concerned HOD through their dissertation supervisor and through HOD if dissertation supervisor is not appointed. All Ph. D. students must approach or submit their grievances to their thesis supervisors and thesis supervisor should forward the same to the HOD. Approaching directly to any other Institution Authority or any of the other means as mentioned in clause 5.xxiv will be considered as an act of indiscipline.

## 6. Disciplinary Penalties/ Sanctions

Any student exhibiting prohibited behaviour mentioned in this Code shall, depending upon the gravity of the misconduct or its recurrence be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, repeatedly or wilfully mischievous, guilty of fraud or malpractice in connection with examinations or who in the opinion of the competent authority, is likely to have an unwholesome influence on his/her fellow students, may be



suspended/ expelled from hostel/ Institute temporarily or removed from the rolls permanently.

#### A. Minor Sanctions

- i. **Warning or Reprimand:** This is the least sanction envisaged in this Code. The student engaged in any prohibited behaviour first time will be reprimanded/ issued a warning letter.
- ii. **Tendering Apology:** The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act, undertaking that he/she shall not indulge in such or any of the prohibited behaviour in future.
- iii. **Disciplinary Probation:** Any prohibitory behaviour may also invite imposition of disciplinary probation for a semester/ higher duration.
- iv. **Minor Financial Penalty:** A defaulter student(s) may be subjected to financial penalty up to the maximum amount of Rs 10,000/- depending upon gravity of the offence.

#### B. Major Sanctions

- i. **Debarring from Institute Placement:** A student/group of students may be debarred from participation in Institute placement related activities for a specific period/ entire period.
- ii. **Major Financial Penalty:** A defaulter student(s) may be subjected to financial penalty by the BOD of the Institute up to the maximum amount of Rs 50,000/- depending upon gravity of the offence.
- iii. **Debarring from Examinations:** A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic programme for which he/she/they has/have joined.
- iv. **Restitution:** Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the Institute or any property kept in the premises of the Institute in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the Institute or any property kept in the premises of the Institute due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form.
- v. **Forfeiture:** Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.
- vi. **Suspension:** A student may be suspended from the Institute for a specified period for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspension period.
- vii. **Expulsion:** This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion may be for a period of one semester/ one year or the permanent dismissal of a student from the Institute.

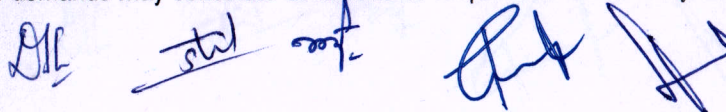
#### 7. Functionaries Under the Code

##### i. Head of the Department/Functionaries/Chief Warden/Wardens of Hostels

The respective functionaries of all Teaching Departments and Hostels shall have the power and duty to take immediate remedial action to curb any prohibitory behaviour as envisaged under this Code. All minor offences shall be dealt by the concerned HOD/ Warden/ Chief Warden in their respective premises. The HoD/Chief Warden/Warden shall have the power to impose minor sanctions as envisaged under Section 6(A) of this Code. They can also recommend imposition of major sanctions as envisaged under Section 6(B) of this Code to the Director through Dean (SW). The HoD/Functionary/Chief Warden/Wardens while taking any action as envisaged in the Code shall do so in an impartial manner and see to it that the sanction imposed/proposed is commensurate with the gravity of the prohibited behaviour. Any major violation of this Code by an individual or by a group of students can be referred to the Dean(SW) by any teacher/ other functionary of the Institute.

##### ii. Dean (Student Welfare)

Dean (SW) or any duly authorised person of the Institute shall have the powers 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 can take any lawful actions to curb such behaviour. The HoDs/Functionaries/Chief Warden/Wardens shall report to the Dean (Student Welfare) any instances of prohibited behaviour, who in turn shall bring it to the notice of the Director. The Dean (Student Welfare) can also take suo motu actions against any student/students indulging in prohibited behaviour, if situation demands may constitute committee to enquire the matter. Any major violation of the Code by a





student or group of students can be referred by the Director to a Board of Discipline (BOD). Constitution of the Board of Discipline (BOD) shall be as under:

1.	Dean (Student Welfare)	Chairperson
2.	Chief Warden (Hostel)	Member
3.	Concerned HoD	Member
4.	Concerned Warden	Member
5.	Associate Dean Dealing with Student Discipline and Counseling, if any	Member
6.	Deputy Registrar/Assistant Registrar of the Student Section	Convener

### iii. Director

The Director shall be the ultimate authority in imposing major sanctions as envisaged under Section 6(B) against the students for acts of prohibited behaviour, he may refer back any matter to BOD for review. The Chairman Senate can entertain any appeal from any student/students aggrieved by the action of any authority of the Institute and decide the case on merit.

In very exceptional circumstances, the Director may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a group of students, which, in his/her view, may tarnish the image of the Institute. In such cases, the recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Senate for its final decision.

### 8. Right to Appeal

The student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director can appeal to the Director and any student aggrieved by the action of the Director can appeal to the SENATE. The decision of the SENATE shall be final and binding on the student(s).

### 9. Assistance from Law Enforcement Agencies

The Deans/HoDs/Chief Warden shall have the power and duty to call the Police immediately with the concurrence of the Director when there is a threat of Law and Order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The Deans/HoDs/Chief Warden shall in such a case give a detailed report to the Director. The Director/Deans/HoDs/Chief Warden can also arrange for video recording of the entire situation and take requisite actions through police and other concerned authorities.

### 10. Grievance Cell

The Institute has set up Grievance Cell where the students can air their grievances related to discrimination based on caste, creed, region, gender, etc.

### 11. Women Cell

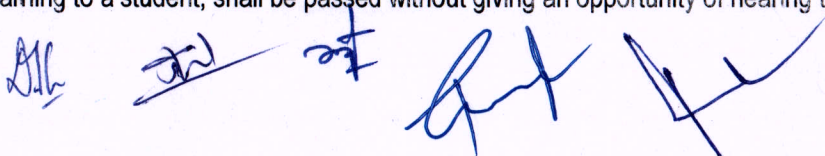
Complaints related to sexual harassment of women at workplace are dealt by the Women Cell of the Institute as per the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 or its subsequent amendments, if any.

### 12. Applicability of the Code

The students joining any academic programme of the Institute will have to comply with the provisions envisaged in this Code in letter and spirit.

### 13. Opportunity for Hearing

No order, other than the warning to a student, shall be passed without giving an opportunity of hearing to the student.





#### 14. Ultimate Authority

For all disciplinary matters related to students, the Chairman Senate shall be the final authority as provided herein.

#### 15. Amendments

The SENATE of the Institute shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and faculty of the Institute.

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26.21

Four handwritten signatures in blue ink, arranged horizontally. The first signature is a simple horizontal line with a small loop. The second signature is a stylized 'J' or 'L' shape. The third signature is a more complex, cursive-like scribble. The fourth signature is a long, sweeping horizontal line with a small loop at the end.