



## **Ordinance on Code and Conduct of Students**

### **1. Introduction**

The mission of Indian Institute of Information Technology Manipur (IIITM) is teaching, research and service. Inherent in this mission is the responsibility of the Institute to educate its students to be responsible, civic minded citizens. The Code and Conduct of Student outlines student conduct and disciplinary policies that pertain to students and student organization at IIITM. It is designed to provide information to students, faculty and staff regarding the ideals that underlie our academic mission, and the expectations that the Institute has regarding the conduct of students. The purpose of the policies outlined in the Code and Conduct of Student is to protect the rights of all members of the IIITM Community and to maintain an atmosphere in the community appropriate for an institution of higher education.

Interpretations of provisions within the Code and Conduct of Student may be requested by contacting the Dean of Students' Affairs.

### **2. Scope of Code and Conduct of Student Discipline**

IIITM faculty, staff and students value the Institute's relationship with the surrounding community and realize that it has tremendous social, cultural and economic impact on the community. Policy setting and enforcement (discipline) are ways of educating students to become conscientious members of that community, and students are expected to conduct themselves in a responsible manner at all times, whether on or off campus.

The student discipline system exists to handle infractions against Institute rules and regulations. This system is based on a philosophy of fairness for all parties affected by any situation involving a student's noncompliance with IIITM policy or regulation.

The student discipline system is designed for an educational system and does not function as a court of law. Therefore, procedural issues, including the introduction and consideration of evidence, are handled in a manner consistent with that educational focus. Where the allegations are more serious, and therefore the consequences more serious, the rules are structured appropriately. The student discipline system is not a substitute for the criminal and civil courts but, an additional option for complainants when the alleged violator is an enrolled IIITM student.

If a student or a group of students are cited by staff, faculty, or other students for a possible violation of civil laws and/or institute policies on campus, they may be subject to either the disciplinary process of the institute and/or appropriate legal processes may be taken.

If a student or a group of students is reported by community members for possible violations of the law off campus, the Institute will cooperate with appropriate officials taking necessary legal action. Further, if a student or a group of students is reported to the Institute authorities for violations off campus, the Institute may intervene on a formal or an informal basis. The "informal" intervention will involve in the individual student or the group of students being referred to the Dean of Students' Affairs or a competent authority for discussions on the incident. Off campus behavior which can have a significant impact on the mission of the institute may invite formal institute disciplinary actions.

### 3. Grounds of Disciplinary Proceedings

All students are responsible for conducting themselves in a manner that helps enhance the environment of learning, wherein the rights, dignity, worth and freedom of each member of the campus are respected.

3.1. A student found responsible for the violation of any clause outlined in this section is subject to disciplinary sanctions. Dean of Students' Affairs or designee may initiate disciplinary proceedings against student(s) suspected of violating the Code of Conduct of the Institute outlined herein and/or elsewhere within the jurisdiction of the Ordinances and Regulations of the Institute.

- 3.1.1. Any violation of any sort pertinent to the Indian Penal Code.
- 3.1.2. Violation of any published IIITM policies, rules, or regulations. It is the responsibility of the student to be familiar with all IIITM policies that refer to appropriate behaviour on campus.
- 3.1.3. Conducts that interfere with the operations of the Institute. Such conducts include but are not limited to disruptions or obstructions of teaching, research, administration, or other IIITM activities.
- 3.1.4. Ragging in any form is prohibited in the premises of IIIT Manipur campus.
- 3.1.5. Failing to comply with orders or directives of IIITM officials, Institute hearing bodies, Institute Security Personnel, or any other law enforcement officers acting in the performance of their duties.
- 3.1.6. Furnishing false or misleading information to a member of the faculty, staff, student, or law enforcement official acting in an official capacity.
- 3.1.7. Failure to appear and/or report to any IIITM office in conjunction with any disciplinary matter, at the time specified or to request alternative appointment.
- 3.1.8. Violation of IIITM policies causing threat to academic integrity.
- 3.1.9. Forgery, alteration, destruction, misuse, or possession of IIITM documents, including but not limited to Institute identification cards or records without authorization. Violations include, but are not limited to, forgery of applications for financial aid, admission, course changes or course credit, copying, misuse or alteration of parking permits, alteration or misuse of transcripts, and student identification cards etc.
- 3.1.10. Abuse of the Institute disciplinary system, including but not limited to
  - a) Knowing falsification or misrepresentation of information presented to any judicial authority.
  - b) Interference with a judicial process through coercion, intimidation, threats, or bribery.
  - c) Failure to promptly obey any mandate of any IIITM disciplinary authority.
  - d) Failure to comply with written or oral communications from an authorized IIITM official to appear for a meeting or hearing as part of the Code and Conduct of Student System.
  - e) Initiation of a complaint with prior knowledge that the information submitted is false.
  - f) Influencing or attempting to influence another person to commit an abuse of the Code and Conduct of Student system.

- 3.1.11. Damage, defacement, or destruction of any private or Institute property.
- 3.1.12. Attempted or actual theft or possession of private or Institute property.
- 3.1.13. Unauthorized use of private or institute facilities including, but not limited to telephone, internet, computing equipments and accessories and any mode of communication.
- 3.1.14. Possession, duplication, or use of keys to any IIITM premises without authorization; entry or use of Institute premises without permission.
- 3.1.15. Violation of the IIITM Code of Computing Practices, including but not limited to, the misuse of IIITM computers or computer network.
- 3.1.16. Violation and/or sabotage of safety systems, including but not limited to, the below listed behaviours as well as any other behaviour prohibited by the Institute authority.
  - a) Unauthorized use, abuse, or interference with fire protection equipment or other safety equipments which could result in death, injury, or substantial property damage.
  - b) Intentional setting off of false fire alarms.
  - c) Bomb threats or similar threats involving dangerous devices or substances.
  - d) Behaviour which constitutes a significant fire hazard.
  - e) Unauthorized possession or use of any material or substance which constitutes a significant health hazard.
- 3.1.17. Conducts that endanger the health or safety of members of the IIITM community or other persons.
- 3.1.18. Violation of traffic rules, all inclusive of two, three and four wheelers, that jeopardizes orderly traffic and safe journey on the road.
- 3.1.19. Disorderly conducts including, but not limited to, verbal abuses or inappropriate behaviours or any other activities or behaviour prohibited by the Institute authority.
- 3.1.20. Instigation of a disturbance in violation of IIITM policy and/or any local sound ordinance.
- 3.1.21. Organization or participation in activities which are in violation of IIITM policy related to demonstrations and/or assemblies.
- 3.1.22. Discriminations against any member of the IIITM community, or a visitor, through biased or prejudicial behaviors related to the person's race, color, nationality, sex, religion, disability, age or sexual orientation.
- 3.1.23. Failing to discourage/confront illegal activity and/or violation of the Code and Conduct of Student by active/passive participation/presence during the activity
- 3.1.24. Hazing, defined as, but not limited to, any act imposed on current or potential members of a group or organization that endangers the mental or physical health or safety of a person, that defaces or destroys public or private property, that is likely to result in humiliation or ridicule, or that is likely to result in interference with academic efforts regardless of the consent of the participants, or any actions or activities prohibited by the IIITM authority.
- 3.1.25. Physical abuse, including, but not limited to, inflicting or threatening bodily harm upon any person, or acting in a manner which creates a risk of bodily harm to any person.
- 3.1.26. Harassment, abuse, coercion, or threats by means other than the use or

threatened use of physical force. These include, but are not limited to, any behaviour prohibited by the law.

3.1.27. *Sexual Harassment/misconduct*: Offensive or derogatory comments or conducts reflecting gender-bias which create intimidating work, or living environments and which represent substantial violations of the rights or opportunities of the victim(s). Such conducts include but are not limited to:

- a) Conducts that violate the institute's policies prohibiting sexual harassment, such as unwelcome sexual advances, requests for sexual favours, and other unwelcome verbal or written communications of a sexual nature.
- b) The use of phone, email or any other method designed to transmit messages or materials of an explicit sexual nature that are unwanted by the recipient.

3.1.28. Harboring or bringing a pet on IIITM premises in violation of Institute policy.

3.1.29. Gambling for money or other items of value on IIITM premises; including but not limited to, playing cards or other games of chance or skill for money or other items of value.

3.1.30. Visiting classrooms, library, laboratories, faculty rooms, academic Departments/Centres and administrative Sections, in unacceptably casual dresses.

3.1.31. Use or possession of a controlled substance, narcotic or drug paraphernalia, including but not limited to, any actions or activities deemed prohibited by the Institute authority /Government of India.

3.1.32. Sale, manufacture, or intent to manufacture a controlled substance, narcotic or drug paraphernalia, including but not limited to, any actions or activities prohibited by the Institute authority/ Government of India.

3.1.33. Possession or use of any dangerous or prohibited chemicals without express authorization by an authorized IIITM official.

3.1.34. Possession or use of any explosive device or material, including but not limited to, firecrackers, cherry bombs, bottle rockets, and dynamite without express authorization by an authorized IIITM official.

3.1.35. Possession of firearms or any weapons.

3.2. *The examples of behaviour that are prohibited in and around residential facilities:*

a) Entry into restricted areas of the residential facilities. These include, but are not limited to:

- I. The residence hostel roof, windows, ledges, and walls;
- II. Restrooms designated for use by members of the opposite sex (i.e., men in women's restrooms);
- III. Another resident's room, suite, or apartment without permission;
- IV. Dining centres and convenience stores during non-operational hours;
- V. Front desk and staff office space.

b) Throwing or hanging objects from windows, removal of screens, or the use of a window as an entrance or exit.

c) Signs other than those used to display institute spirit may not be displayed in window or exterior surfaces of the residence hostel or other locations.

- d) Interfering with the rights or safety of one's roommate(s) and/or other students or creating a hostile environment within the residential facilities.
- e) Noise or behaviour that disrupts other residents in the residential facilities and/or interferes with their ability to study.
- f) Using barbecue grills or gas grills in any residence hostel facility. Items such as toasters, toaster ovens, hot plates, electric skillets or appliances with an open heating element are prohibited in all student rooms.
- g) All candles (even those used as decorations) are prohibited and incense, aromatic herbs or the burning of any other substances are prohibited.
- h) Storing personal items in public areas of a residential facility.
- i) Alterations, additions, and/or unauthorized use of furnishings and fixtures within a residential facility.
- j) Playing of sports or activities that present a risk of injury to persons or properties within and around a residential facility.
- k) Failure to vacate immediately when a fire alarm sets off.
- l) All residence hostels are smoke-free. This includes all student rooms.
- m) Drinking Alcohol and use of Drug are strictly prohibited in all residential facilities. In addition, no alcoholic beverages are permitted in facilities designated as "substance-free". Drunkenness will not be tolerated and students found in a drunken state may face expulsion from residence hostels.
- n) Door-to-door selling/soliciting/canvassing of any item, service or cause is prohibited.
- o) Permitting non-residence hostel students to utilize equipment or services intended for the exclusive use of residence hostel students is prohibited.
- p) IIITM Housing facilities are not open to anyone other than residents assigned to that faculty, IIITM officials, and guests (as defined below) who have a legitimate reason for being in the building. Residential facilities are special purpose buildings and are not open to the general public. A guest is someone who comes to a residential facility to visit a specific resident or who has been extended an invitation by the Institute to visit for a specific occasion, special function, tour, or official visit. A roommate has the right to free access to their home at all times and must not be restricted by visitation of a guest.
  - i. All guests must be escorted by their hosts at all times.
  - ii. The host is responsible for familiarizing the guest with pertinent IIITM rules and regulations and is responsible for the conduct of the guest(s).
  - iii. Visiting hours for members of opposite-sex are posted in the lobby of each residence hostel or can be determined by contacting the Hostel Affairs Board (HAB).
  - iv. The Institute does not condone cohabitation.
  - v. Individuals in violation of these or other IIITM rules and regulations may be required to leave a residential facility.
- q) Dogs, cats, birds, rodents, reptiles, or other pets are not permitted at or in Institute residence hostels.
- r) HAB has other regulations that are described in the Contract for Room and Board Accommodations or published and displayed in the residence hostels.

*In addition to the above, Academic Malpractices as defined in 'Annexure - I' is a part of the code and conduct of student.*

#### **4. Disciplinary Proceedings**

Disciplinary proceedings could be conducted based on the nature of violation.

##### **4.1 Composition of Disciplinary Committees**

###### **4.1.1 Hostel Disciplinary Committee (HDC) (one for each Hostel)**

- i. Warden of concerned hostel – Chairman
- ii. Associate Warden of concerned hostel – Member Secretary
- iii. Chairman Hostel Affairs Board's (HAB) nominee – Member
- iv. General Secretary of concerned hostel – Member
- v. Caretaker of concerned hostel – Invitee

###### **4.1.2 Institute Hostels Disciplinary Committee (IHDC)**

- i. Chairman, Hostel Affairs Board – Chairman
- ii. One of the Wardens/Asso. Wardens  
(Nominated by Chairman, HAB) for one year – Member Secretary
- iii. Two Wardens – Member
- iv. Two Associate Wardens – Member
- v. General Secretary, Hostel Affairs Board – Member

###### **i. Departmental Disciplinary Committee (DDC)**

- i. Head (HOD) of the concerned Department – Chairman
- ii. Secretary, DPPC – Member
- iii. Secretary, DUPC – Member Secretary
- iv. One student of the concerned Dept. – Member

###### **ii. Institute Academic Disciplinary Committee (IADC)**

- i. Dean of Academic Affairs – Chairman
- ii. Two faculty members – Members
- iii. Dy. Registrar/Asst. Registrar (Academic) – Member Secretary

###### **4.1.5 Students' Disciplinary Committee (SDC)**

- i. Dean of Students' Affairs – Chairman
- ii. Two faculty members – Members
- iii. Vice-President, Students' Gymkhana – Member
- iv. Dy./Asst. Registrar (Students' Affairs) – Member Secretary

In addition, the Chairmen of the respective committees may invite any other persons to be associated with the proceedings of a particular case, if their participation is considered necessary in disposing of the matter.

## 4.2 Appointment of Committees

Committee	Term	Appointing Authority
Hostel Disciplinary Committee (HDC)	One Year	Dean Students
Institute Hostels Disciplinary Committee (IHDC)	One Year	Director
Departmental Disciplinary Committee (DDC)	One Year	Dean Academic
Institute Academic Disciplinary Committee (IADC)	Three Years	Director
Students' Disciplinary Committee (SDC)	Three Years	Director

4.3 Violation has been broadly divided into three categories based on the where or on which context the same were detected.

4.3.1 *Hostel Level:* To deal with disciplinary matters at this level there will be two committees namely, Hostel Disciplinary Committee (HDC) and Institute Hostels Disciplinary Committee (IHDC). Violation of general rules (Issued by the Hostel Affairs Board (HAB)) by a hostel resident will come under the purview of Hostel Disciplinary Committee (HDC). These matters are minor in nature and restricted to a particular hostel. The HDC will deal with the matter and give appropriate punishment. For matters which have implications across hostels they shall be referred to Institute Hostel Disciplinary Committee (IHDC). These matters are mainly related to hostels only. Other matters which have major implications at the Institute level shall be referred to Students' Disciplinary Committee (SDC) of the Institute (see below). The matters and the respective disciplinary actions recommended by HDC shall be endorsed by Chairman, IHDC and the same will be referred to Chairman, SDC for approval. Similarly, the matters and respective disciplinary actions recommended by IHDC will be referred to Chairman, SDC for approval.

4.3.2 *Academic Level:* Disciplinary issues related to general conduct of students in the class rooms and laboratories shall be dealt with by the Departmental Disciplinary Committee (DDC) of the concerned Department and the respective actions, if any, shall be referred to Chairman, Institute Academic Disciplinary Committee (IADC) for approval. Any other disciplinary issues related to academic matters will be dealt with by IADC. The matters and respective disciplinary actions recommended by IADC will be reported to Chairman, SDC and the same will be reported to the Senate. If the violations are of serious nature, IADC may refer the matters to SDC for further action. SDC will in turn take decisions on the matters and report to the Senate.

4.3.3 *Institute Level:* Violations at the Institute level include those issues pertaining to the Indian Penal Code (within or outside the campus), those that can affect the IITM community at large or those that can affect the property of the Institute itself. For all such major acts of indiscipline, which may have serious implications on the general body of students, and which may warrant a uniform and more formalized nature of investigation, SDC will investigate the allegations and recommend disciplinary actions. The committee may co-opt other members, if they deem fit, on a case to case basis.

## 4.4 Hierarchy of the Disciplinary Committees

Nature of Offence	Disciplinary Committee	Approving Authority	Appellate Authority

Particular Hostel Specific Offence	HDC	HDC	IHDC
All other Hostel Specific Offences	IHDC	Chairman SDC	Director
Department Academic Offence	DDC	DDC	IADC
Institute Academic Offence	IADC	IADC	Senate
All Other Disciplinary Cases	SDC	Senate	Board

#### 4.5 Modalities of Investigation

When the Chairman of the respective committee receives information regarding alleged violation of any rule or regulation of the Code and Conduct of Student Discipline (refer Section 2) by the students, the respective Chairman shall investigate the same.

- a) The Chairman may summon the student(s) either orally or in writing to appear at a specified date, time, and place in connection with an alleged violation.
- b) The Chairman may dispose of a violation as being unfounded, may impose administrative sanctions without a hearing, or may refer the violation to a formal disciplinary hearing in the respective Committee.
- c) Commensurate with the gravity of the offence appropriate punishment like fine, community work, awarding F-grade, rustication or expulsion from the Institute may be recommended.
- d) The students who fail without a good cause, to comply with such summons or letter of notice issued by the Chairman may be charged with a violation of Code and Conduct of Student and may be recommended to the next higher disciplinary committee for placing on disciplinary probation, temporary suspension, or barring against readmission.

#### 5. Disciplinary Sanctions

- a) Disciplinary sanctions may be imposed after investigation by the appropriate committees. The purpose of imposing sanctions is to promote educational and social development of the student and the IIITM community, to provide appropriate penalties, and to deter other acts of misconduct which thwarts the aims, purposes, and policies of the institution.
- b) No refund or credit of tuition fees, or other costs associated with attendance of the institute will be made to students when disciplinary sanctions are imposed which result in the student's being deprived of privileges and/or access to services.
- c) In the case of serious violations, a notation of the discipline matter will be placed on a student's transcript until it is cleared. In case of dismissal from the institute, the record is permanent.
- d) Discipline records are confidential in accordance with laws of the nation. The contents of the student discipline record may not be released to anyone not associated with campus discipline except upon written approval of the student or a court-ordered subpoena.
- e) The initiating administrator may dispose of a violation by imposing any of the following sanctions without a hearing.
  - 5.1. *Reprimand*: from the appropriate administrator to the student, on whom the penalty is imposed, placed in the student's permanent discipline record.
  - 5.2. *Probation*: written notification that further violations of any sub-section of this Code and Conduct of Student will result in more severe disciplinary action.



Warning probation may be imposed for a period of not more than one calendar year.

- 5.3. *Disciplinary probation*: written notification that further violations of any sub-section of this Code and Conduct of Student may result in suspension. The terms of disciplinary probation shall be determined by appropriate authority on case-to-case basis.
- 5.4. *Suspension of privileges*: prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges.
  - 5.4.1. Hostel Privileges
  - 5.4.2. Inter-Hostel Privileges
  - 5.4.3. Use of Lab Facilities
  - 5.4.4. Use of Sports Facilities
  - 5.4.5. Membership in Clubs and Other Bodies
  - 5.4.6. Holding Office
  - 5.4.7. Placement Activity
- 5.5. *Community Service*: assigned a specific number of hours of service.
- 5.6. *Restitution*: repair or replacement of property damaged.
- 5.7. *Compensation for damage*: adequate compensation to fit the damage. If the compensation is not made, it remains on the student's record as indebtedness to the institute, which then renders the student ineligible to register for subsequent semesters.
- 5.8. Cancellation of registration and/or denial of credit may be imposed in cases where the student is found guilty of withholding information relating to the student's admission, transfer credits, academic status, records, etc.
- 5.9. *Suspension*: Course drop, semester drop, rustication for a specified period may be given as punishment, depending on the severity of the offences.
- 5.10. *Expulsion*: may be used for major offences.

Committee	Powers of Punishment to be Recommended / Awarded
HDC	Reprimand, Probation, Suspension of Hostel Privileges, Restitution, Compensation for damage; Fines upto Rs. 1000/-
IHDC	Reprimand, Probation, Suspension of Hostel Privileges; Change of Hostels; expulsion from hostels, Restitution, Compensation for damage; Fines upto Rs. 5000/-
DDC	Reprimand, Probation, Suspension of Departmental Privileges, Restitution, Compensation for damage; Fine upto Rs. 1000/-
IADC	Reprimand, Probation, Restitution, Compensation for damage; Lowering of Grades; Awarding F Grade; Suspension of Institute Privileges; Course Drop; Fines; and recommendation to SDC for Semester Drop, Rustication, and Expulsion;
SDC	Reprimand, Probation, Suspension of Privileges; Restitution, Compensation for damage; Semester Drop; Rustication; Expulsion; Fines;

## **6. Appeal Procedures**

A student can appeal to the Appellate Authority against any punishment imposed upon him/her. He/she should appeal within two weeks time with proper justification of the appeal.

### **Annexure – I**

#### **Academic Malpractices**

For purposes of filing formal charges, each of the following offenses will normally be considered as an act of examination malpractice:

- I.1 Copying from another student or by any other means during the examination.
- I.2 Assisting an examinee in copying during examination by any means.
- I.3 Possessing / using unauthorized materials or documents.
- I.4 Failing to thoroughly follow instructions related to the preparation and presentation of work submitted for credit, submitting others' work as one's own, or misleading faculty members about the condition under which the work was prepared.
- I.5 Obtaining all or part of a question paper by unfair means and /or distributing to others.
- I.6 Substituting for another student, or permitting any other person to substitute for oneself, for appearing in the examination.
- I.7 Entering in to Academic Section or a laboratory, faculty room, office of an academic Department/Centre, without permission and /or tampering/ changing records/documents in any form.
- I.8 Plagiarism in any form is strictly prohibited.

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