

# **STUDENT DISCIPLINE MANUAL**



**NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM**

(An Institute of National Importance, Under MoE, Govt. of India)

Ravangla - 737139, Sikkim, India

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## **PREAMBLE**

The premises of NITs, with thousands of students from diverse backgrounds, are similar to a country in small scale. The Institute is a family of students, staff and faculty members that must draw a steadiness between the freedom to showcase the intellectual activities and a respect for the rights of all members to enjoy such freedom to the same extent. Students must have fair perceptions of their rights and responsibilities, Dos and Don'ts. Acts of indiscipline affects the reputation of the Institute and it must be avoided to ensure the sustainable development in a holistic environment.

The responsibility of maintaining discipline in the institute is largely on the shoulder of the institute's administration where the assistance of the Senate, members of the faculty and the student community is essential. This manual aims to simplify the procedure of implementation the discipline and to frame the related administrative actions. It is important to ensure the action through collective decision making in fair means to deliver the justice. The decision making committee is consisting of faculty and students, however the supreme authority rests with the Senate and its Chairperson.

It is highly expected that the students of NIT Sikkim will abide the proper code of conduct and therefore the Discipline Manual will have nominal uses.

## CODE OF CONDUCT

The following code of conduct signifies the borderline between acceptable and nonacceptable conduct of students and it is strongly believed that the students will abide by the code of conduct.

1. The students shall conduct in a manner befitting their association with the statutes of NIT Sikkim as an Institute of National Importance. The students shall be cooperative with human values and moral ethics while being innovative and pursuing excellence in academics. Students shall not indulge in any activity that affects the honor and reputation of the Institute.
2. Students shall give due respect and courtesy to the faculty and staff members, fellow students and visitors. Students shall exhibit proper decorum and behavior both inside and outside the premises.
3. Students shall not indulge in any activities that can be considered as **Ragging**. The Annexure-I can be referred to understand the acts that constitutes Ragging.
4. Students should respect the rights and dignity of fellow students, employees and visitors of the Institution and they should maintain the holistic environment which is free from all forms of harassment and discrimination such as regional, lingual, complexion, gender, caste, race, religion, physical and mental disability of an individual, etc.
5. Students must exhibit highest honesty and integrity both inside and outside the campus. They should not furnish false statement and fraud document in any kind. Students should be honest and focused in academic studies. They shall refrain from academic violations of any kind such as plagiarism, copying, cheating, adoption of unfair means in the examination, etc.
6. Students' health, safety and security is utmost important. The students must not be involved in any activities such as smoking, consumption of alcohol, tobacco, drugs, any kind of harmful substance, etc. that could harm their health and academic performances/behavior.
7. No student should involve in promotion, production, sell and distribution of any such intoxicating substances inside and outside the campus. Further, no student is allowed to sell or distribute any item without permission.
8. Students should not involve in any type of verbal and physical abuses/scuffles/fights inside and outside the campus irrespective of any cause.
9. Students must not indulge in any indecent act that results stealing, damaging, defacing, misusing any public, private and Institute property. Also, the students should not make

personal use of any property of the Institute without prior and proper approval from the authority.

10. Students in general should not produce/fabricate/manipulate/circulate any information, allegation, baseless charges, propaganda and manipulated evidences, etc. against any individual and Office/Department/Institute, which could affect/harm the Department/Institute/Society/Nation.
11. Students must not involve in any activity that hampers teaching, research, administration, co- and extra-curricular activities and regular functionalities of the Institute.
12. Students must not attend gathering and processions without prior approval from the Department/Institute.
13. Possession or use of weapons, explosives and destructive items which are against the security and safety norms are strictly prohibited both inside and outside the Institute premises.
14. Student(s) must not engage in any kind of harassment activities such as physical, mental, social and sexual.
15. Student(s) must not use mobile phone or any electronic gadgets inside the classroom (both theory and laboratory). They must not involve in the activities like audio-video recording, capturing pictures, and streaming audio or video of any individual, classes, laboratories, workshop, meeting, social gathering, private zones unless have permission from the authority for the same.
16. Students should not invite media inside the Institute premises without prior approval of the competent authority. They must not circulate any information, photographs, audio/video clips of any activity to any kind of media such as print, electronic and social without prior approval of the competent authority of the Institute. Because this may damage the reputation of the Institute. They should not communicate with any media person on behalf of the Department/Institute or any individual without prior approval of the competent authority.
17. Student(s) should take all precautions and security measures for their health and safety. They should strictly adhere to the preventive measures, safety and security instructions inside and outside the campus including laboratory classes, workshops, sports and games activities, gymnasium, etc.
18. Student(s) should follow all traffic rules and driving instructions inside and outside the campus. They should park their vehicles in appropriate designated locations only.

19. Student(s) should always carry their Institute identity card inside the campus and produce it for verification whenever asked by any Faculty, Staff and security person.
20. As a responsible citizen of the nation, it is imperative for each student to preserve and protect the environment; keep the surrounding neat and clean; protect and plant trees; avoid use of plastic; keep their academic and other facilities clean and maintained. Students should also maintain their personal hygiene and cleanliness.
21. Student(s) must abide by the law of the Institute/state/country. They must exhibit their responsibility as a law-abiding citizen. They should not be associated to any activity, group and organization that are banned by the Institute or Central/ State Government or are damaging to the image of Institute/State/Nation.
22. Student(s) shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this code of conduct. Any student who has knowledge of another committing or attempting to commit an act which is in violation of the code of conduct must report the same to the respective authority of the Institute and must keep herself/himself away from that situation/activity. Intentional failure of reporting such incidents will lead to punishment.

## **CONDUCT RULES FOR RESIDENTS OF HOSTELS**

In general, the NITs are fully residential institutes. However, if enough hostel accommodation is not available, the NIT Sikkim is not responsible to arrange or provide the boarding facility to each and every student. The hostel facility provided to a student stands withdraw if s/he fails to comply with the rules and regulations of the Institute. Institute provides separate hostel facility for boys and girls and may have similar or different conduct rules. In addition to the general code of conduct, the hostel residents have to follow the following rules and regulations failing which they are liable to disciplinary action as stated in this manual or otherwise:

1. Institute accommodation is not a right but a privilege offered to the student. Institute may withdraw the facility at any time with prior notice as per the need.
2. The objective of the NITs is to have national integration through interaction of diverse students in terms of native, language and social background and to fulfill this, the allotment of the hostel rooms shall be made by the Dean Student Welfare accordingly.
3. The allotment and allotment procedure of the rooms in the hostels shall be made by the committee constituted for this purpose and the decision of the committee shall be binding on all the students. The Dean Student Welfare shall be the convener of the committee.
4. Student(s) are not entitled to share/exchange/give their assigned hostel accommodation to any other student.
5. Student(s) are strictly prohibited to allow any outsider to enter or stay in the hostel without written permission of respective hostel warden.
6. Student(s) are not entitled to modify/refurbish/renovate their assigned room or hostel without written permission of the respective hostel warden.
7. Family accommodation may be available only to the married PG students if available. However it shall not be provided if the married student stay without family members. Periodical visit of family members may not be considered for family accommodation.
8. Student(s) should make their rooms available whenever required for inspection, repair and maintenance, disinfecting/cleaning.
9. Student(s) have to vacate the rooms while leaving for the semester vacations as per the direction of the warden/ chief warden/ DSW.

10. Students are required to use the room, furniture, electrical items, etc. properly. Noncompliance of these shall invite heavy penalty.
11. The common facilities in the hostels, and out-side the hostels are the responsibility of the students and therefore, have to utilize judiciously with care.
12. Student(s) shall be responsible for the safe keeping of their own belongings and Institute's property. The Institute shall not be responsible and liable to compensate for any loss, stealth and damage of any personal belonging of the student. However, damage to Institute property shall invite disciplinary actions.
13. Engaging personal attendants, keeping pets and use of prohibited appliances like heater, cooking appliances, refrigerator, electric iron, etc. inside the hostels are strictly not allowed.
14. Student(s) have to strictly follow the timing of the hostels for their in and out movement.
15. Student(s) must not enter other hostels without prior approval of the respective hostel warden.
16. Entering hostels of opposite gender is strictly prohibited.
17. Entry to the hostels of junior students is not permitted in general. However, in exigencies the senior student(s) may enter the hostel with prior written permission of the respective warden/ chief warden.
18. Non-boarders including day scholars should not stay in the hostel without prior written permission of the respective warden/ chief warden.
19. Student(s) are required to actively participate in different hostel management committees and other welfare activities for proper management, etc.
20. Students' mess activities shall be limited to the allotted space only. The mess shall function as single integrated unit without any division in any groups or subgroups, and shall be managed by the students' committee for this purpose under the convenership of the warden/ chief warden.
21. Student(s) are not allowed to cook anywhere in the hostel/Institute without specific written permission of the warden/ chief warden/ DSW.
22. Students must park their vehicles in the specified/allotted parking area.
23. Arranging any kinds of Party/celebration inside hostel is not permitted.



24. Playing loud music or any activity which shall disturb the other students are strictly prohibited within and outside the hostel premises by the students.,

### **JURISDICTION OF THE CODE OF CONDUCT**

The Institute has the jurisdiction over the conduct and behavior of the students enrolled in the Institute or visiting the Institute for all purposes and shall take action as deemed appropriate.

## **DISCIPLINE ADMINISTRATION**

All act/complain/report of indiscipline shall be handled by the Institute's Disciplinary Committee. The constitution of the committee shall be as follows:

1. Dean Student Welfare —Convener
2. Associate Dean Student Welfare —Member
3. Chief Warden (On/Off Campus) —Member
4. Respective Hostel Warden —Member
5. Respective HOD —Member
6. Respective Faculty Advisor —Member
7. Respective Convener DUGC/ DPGC —Member
8. Two faculty members nominated by DSW, of which one shall be women and other from SC/ ST/ OBC —Member

All acts belong to academic misconduct and use of unfair means in examinations or otherwise shall be handled by the following sub-committee of the Senate:

1. Dean Academic and/or Associate Dean Academic (UG/PG)—Convener
2. Faculty In-charge, Examination Cell —Member
3. Respective HOD —Member
4. Reporting faculty member(s)/staff(s)/officer(s) —Member(s)
5. Respective Faculty Advisor —Member
6. Respective Convener DUGC/ DPGC —Member
7. Deputy/Assistant Registrar, Academic —Member Secretary

All minor acts of indiscipline, misconduct, misbehavior and any other as decided by the Dean Student Welfare shall be taken care of by the following sub-committee:

1. Chief Warden —Convener
2. Respective HOD or her/his representative —Member
3. Respective Hostel Warden —Member
4. Two faculty members nominated by DSW, of which one shall be women and other from SC/ ST/ OBC —Member

All minor acts of indiscipline, misconduct, misbehavior and any other at departmental level shall be taken care of by the HOD or Departmental disciplinary committee. The student may appeal against the penalty/ disciplinary action taken by the committee for review/ reconsideration to DSW/ Dean Academic/ HOD as the case may be. However, the decision of the committee/ Dean shall be final and binding to all.

## **DISCIPLINARY PROCESS**

The following steps shall be followed in case of any misconduct or act of indiscipline in the Institute.

### **Step 1: Early Resolution and Reporting**

The act of indiscipline/misconduct can be reported by the aggrieved student/guest/visitor/faculty/staff/officer of the Institute, witness(s) of the act, etc. to the office of the HOD/Dean/Registrar/Director. The complaint so received by any of the office shall be forwarded to the concerned Dean/HOD for necessary action and resolution.

It is expected from HOD/Dean/Registrar/faculty member/staff/officer of the Institute to resolve the complaint amicably with the intimation to the concerned HOD/Dean. If the complaint/issue is not resolved in time the same shall be forwarded to the concerned HOD/Dean and the concerned HOD/Dean must take prompt action and may forward the same to the concerned disciplinary committee in timely manner. The committee on receipt of the complaint has to act promptly and resolve the issue within seven (07) days. The committee is free to take any disciplinary action against concerned and may impose penalty as deemed fit. The penalty may be financial, academic, etc.

### **Step 2: Investigation**

The committee members shall meet after receiving the complaint/report of misconduct act. The responsibility lies with the committee to conduct the proceedings, hearing, interaction and investigation as required considering the gravity of the act. The student(s) must appear before the committee if asked to do so. If any student fails to appear consecutively two times without any logical reason, the committee must take action and appropriate decision.

### **Step 3: Decision**

The committee must take the necessary decision and send its recommendation to the concerned Dean. The Dean may issue the notification by accepting the recommendations or may seek the approval/directions of the Director if necessary. The Director may approve the recommendations or may reduce the level of penalty/punishment. The Director may suggest for the review or place before the SUGB/SPGB/Senate. The final decision shall be notified by the office of the concerned Dean.

### **Step 4: Appeal**

Aggrieved student(s) has the right to appeal to review the penalty/punishment to DSW/Dean Academic within seven (07) days of the notification of the same. The concerned Dean may accept or deny the appeal based on the facts submitted by the student. If deemed necessary, the Dean may place the appeal before the committee for final decision and can take action as per the step 3 mentioned above.

## MISCONDUCTS, SUGGESTED PENALTY/ PUNISHMENT AND CORRECTIVE MEASURES

The types of misconduct and suggested deterrents/ corrective measures are tabulated as basic guidelines to the concerned Institute authority/ committee to provide uniformity in decision against the act of indiscipline. However, the authority/committee is free to impose penalty, punishment and corrective measures beyond the measures tabulated below. Any offence/ act of indiscipline which is not included in the list shall be handled by the authority/committee appropriately.

### 1. Academic Misconduct

S.No.	Misconduct/ Act of Indiscipline	Suggested Deterrents
1	<ul style="list-style-type: none"> <li>• Copying assignments, class work, lab. reports, etc.</li> <li>• Plagiarism in any academic report/ technical report/ dissertation/ thesis above than permissible percentage.</li> <li>• Writing in desk/wall/etc.</li> <li>• Use of mobile phone or any similar electronic gadgets inside the class room (both theory and laboratory) without prior permission of respective class teacher/ Lab. In-charge.</li> </ul>	Warning; Undertaking from student and his/her legal guardian; Institutional/Community development work; Marks/Grade deduction; Financial penalty as decided by the committee; Any other penalty/ punishment as decided by the committee/ authority.
2	<ul style="list-style-type: none"> <li>•Furnishing false/fraud/tampering documents (Mark sheet, Certificate, Bank Transaction Proof, Identity Card, Photograph, Medical Report/Prescriptions etc.) to the Institute;</li> <li>•Forgery, impersonation and other ways of using the identity of another student;</li> </ul>	Undertaking from student and her/his legal guardian; Immediate withdrawn of the facility received based on the false document; Suspension for one or more semester/ Expulsion from the program/Placement facility withdrawn; Financial penalty as decided by the committee/ any other penalty/punishment as decided by the committee/authority.
3	Writing in desk/wall/body parts/cloths etc. during examination.	Warning; Undertaking from student and her/his legal guardian;
4	Copying from fellow students during examination.	Institutional development/ Community

5	Entering Exam Hall with restricted items/ Copying from any source including cheat papers, notes, books, electronic gadgets, etc.	development work; Marks/ Grade deduction / Debarment from the Examination(s);
6	Shouting in examination hall, any other act of violence in proximity of examination hall.	Debarment from medals & prizes linked to academic performance / Suspension for one or more semester/ Confiscation of restricted items or gadgets/ Financial penalty as decided by the committee/ any other penalty/ punishment as decided by the committee/authority.
7	Transferring Question paper, Answers or any other relevant data outside the examination hall.	
8	Verbally abusing fellow examinee/ invigilator/examiner.	
9	Large scale activity to influence/ disturb the examination process, grades and academic records.	
10	Furnish false statement to any Department/ Institute level committee/administration.	Undertaking from student and her/his legal guardian; Immediate withdrawn of the facility received based on the false document; Suspension for one or more semester/ Expulsion from the program/ Placement facility withdrawn; Financial penalty as decided by the committee/ any other penalty/ punishment as decided by the committee/authority.
11	<ul style="list-style-type: none"> <li>• Verbally abusing fellow student/ senior student/ faculty member/staff/guest/ visitors;</li> <li>• Physically abusing fellow student/ senior student/ faculty member/staff/guest/ visitors.</li> </ul>	Institutional/Community development work; Debarment from sports team; Financial penalty as decided by the committee; Reduction of grade/ any other penalty/punishment as decided by the committee/ authority.
12	Any intentional act such as protest/ boycott/ dharna, etc. that hampers teaching, research, administration, events organized in the Institute and regular functionalities of the Institute.	Institutional/Community development work; Financial penalty as decided by the committee;
13	Meetings, gathering and processions without prior approval from the Institute.	Placement facility withdrawn; Reporting to the local administration; Expulsion from the hostel/Institute;

		Any other penalty/punishment as decided by the committee/ authority.
14	Inviting media inside Institute's premises without prior approval of the Institute authority.	Warning; Institutional/Community development work;
15	Communicating with media person on behalf of the Institute without prior approval of the Institute's authority.	Financial penalty as decided by the committee/ Suspension of one or more semester;
16	Circulating photographs, audio/video clips of any activity related to the reputation of the Institute to any kind of media such as print, electronic and social media, or otherwise.	Any other penalty/punishment as decided by the committee/ authority.
17	Non-cooperation with security persons of the Institute such as denial to sign on the register book, denial to show ID card, etc.	
18	Repeated offender.	Expulsion from the Institute; Penalty/punishment as decided by the committee/authority with serious view.

## 2. Hostel & Mess Related Misconduct

S.No.	Misconduct/ Act of Indiscipline	Suggested Deterrents
1	Smoking, consuming alcohol and consuming tobacco in Institute premises.	Warning; Undertaking from student and her/his legal guardian; Financial penalty as decided by the committee/ any other penalty/punishment as decided by the committee/authority.
2	Taking illegal drugs including cannabis/weed.	Expulsion from the hostel; Suspension for one or more semester;
3	Promoting/ producing/ selling/ distributing any intoxicating substances such as cigarette, tobacco, alcohol, weed, etc. inside and outside the campus.	Expulsion from Institute; Financial penalty as decided by the committee; Reduction of grade; Reporting to the local administration/ any other penalty/punishment as decided

		by the committee/authority.
4	Hampering cleanliness of campus including classrooms, residential hostels, canteens, playground, road areas and other common places.	Warning; Institutional/ Community Development work; Placement facility withdrawn;
5	Damaging/defacing/misusing Institute's property and any public/private property other than Institute's property.	Financial penalty as decided by the committee; Suspension from class as decided by the committee/authority;
6	Stealing/ unauthorized access of Institute's property and any public/private property other than Institute's property.	Reporting to the local administration; Any other penalty/punishment as decided by the committee/ authority;
7	Verbal scuffles inside and outside the campus.	Warning; Institutional/Community development work; Any other penalty/punishment as decided by the committee/ authority.
7	Physical scuffles/ fights inside and outside the campus.	Institutional/Community development work; Financial penalty as decided by the committee; Expulsion from hostel; Suspension for one or more semester; Any other penalty/punishment as decided by the committee/ authority;
8	Violating traffic rules inside the campus.	Warning;
9	Parking vehicle at NO PARKING zone.	Institutional/Community development work; Any other penalty/punishment as decided by the committee/ authority.
10	Intentional failure of reporting the act of indiscipline/ withholding information from the enquiry officer to protect fellow students.	Warning; Institutional/Community development work;
11	Exchange/shifting of hostel room without prior approval.	Financial penalty as decided by the committee;
12	Leaving hostel accommodation without	Suspension of one or more semester;

	prior approval.	Expulsion from Hostel; Any other penalty/punishment as decided by the committee/ authority;
13	Non-cooperation with hostel management/ inspection team.	
14	Engaging personal attendants inside hostel.	
15	Keeping pets inside hostel.	
16	Keeping prohibited appliances like cooking heater, cooking oven, refrigerator, etc. inside hostel.	
17	Violating In-Out timing of hostel.	
18	Entering other hostel belongs to the same gender without prior approval of the Warden.	
19	Allowing non-boarders including day scholars inside hostel without prior approval of Warden.	
20	Cooking inside hostel/room/non-designated places without written approval of the Warden/ Chief Warden.	
21	Entering a hostel that belongs to the students of opposite gender.	
26	Entering inside the hostel of junior students without written approval of the Warden/ Chief Warden.	
27	Wastage of food in mess, misuse of electricity in room, wastage of water, Keeping bathroom tap, water purifier, etc. open.	

### 3. Misconduct having Legal issue

S.No.	Misconduct/ Act of Indiscipline	Suggested Deterrents
1	Any act of eve teasing/ sexual harassment/ sending any obscene images or videos/ using any foul language/ any act related to harassment of women.	Penalty/punishment as decided by the committee/authority in line with the guidelines of Honorable Supreme Court and Govt. of India;
2	<b>Any act of Ragging;</b> Act of harassment and/or discrimination on regional, lingual, complexion, gender, caste,	Institutional/Community development work; Suspension for one or more semester;



	race, religion, physical and mental disability of an individual.	Debarment from sports team; Apology letter; Financial penalty as decided by the committee/ any other penalty/ punishment as decided by the committee/authority.
3	Possession or use of weapons, explosives and destructive items.	Expulsion from the hostel/Institute; FIR in police station.
4	Association to any activity/ group/ organization that are banned by the Institute or Central/ State Government.	Outright expulsion from the Institute; FIR in police station.
13	Any act of criminal offence that violates the laws.	Outright expulsion from the Institute; FIR in police station.

## ANNEXURE-I

### What Constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students 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.
- b) Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher.
- j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

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